



DETENTION SERGEANT

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the activities and staff of detention operations; to participate in the processing, feeding and care of prisoners; to plan work schedules and operating procedures for the City's detention facility, and to perform administrative tasks in the assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Lieutenant or from other supervisory or management staff.

Exercises direct supervision over detention facility staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Process prisoners into the City detention facility; take IMIS mug shots of prisoners; search prisoners; take inventory of prisoners' personal property; grant phone calls; obtain AFIS fingerprints; fill out necessary booking sheets and record entries in the booking log
- Recommend and assist in the implementation of goals and objectives; established schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures
- Evaluate operations and activities of assigned area of responsibilities; recommend improvements and modifications; prepare various reports on operations and activities
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by detention officers to verify completeness and the meeting of prescribed standards

CITY OF TEMPE

Detention Supervisor (continued)

- Plan, prioritize, assign, supervise and review the work of detention staff; develop staff schedules and make daily work assignments; participate in the selection of staff; develop staff work schedules and make daily work assignments; participate in the selection of staff; may provide or coordinate staff training
- Monitor juvenile detention procedures to ensure compliance with Federal, State and local laws
- Maintain detention supplies and equipment; conduct regular inspections of the detention facility; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to another; clean jail cells as necessary
- Ensure timely court appearances for all prisoners and escort prisoners to the City Court for appearances
- Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with the court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred. Make copies of paperwork and disseminate to various department sections
- Plan, direct and supervise the activities of detention officers assigned to prisoner transportation; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaint.
- Operate computer terminals to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions
- Supervise the investigation of vehicle accidents, injury, of detention transport staff; review accident reports; prepare monthly statistics and reports
- Investigate and resolve complaints by communicating with the general public, subordinates, peers, supervisors, and other agencies; utilize recorder equipment to document complaints; recommend corrective action as necessary; investigate and document unusual and/or "major events, " and provide appropriate notification
- Make sound decisions and react quickly and positively under stressful conditions, which typically entail the life or well being of the public or detention staff; remember details and procedures to appropriately apply them instantly in emergency situations

CITY OF TEMPE
Detention Supervisor (continued)

- Participate in employee bi-monthly logs, yearly evaluations and confer with subordinates to review goals and progress; counsel staff; prepare, administer or oversee appropriate remedial training, instruction and discipline of subordinates; address issues and conflicts among subordinates
- Follow all required OSHA/Safety Training/departmental guidelines which may involve wearing a ballistic vest and/or carrying a firearm
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of full-time corrections or detention experience. One year of supervisory experience is desirable.

Education:

Equivalent to the completion of the twelfth grade supplemented by additional course work in criminal justice or a degree related to the core functions of this position.

Licenses/Certifications

Certification as a correction/detention officer from a federal, state or county training facility is required.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 237

Status: Non-Exempt / Classified

*Effective July 1991
Revised September 1998
Revised January 2002 (Supervision Received/Exercised)
Revised Sept 2004 (Range Adj/Revision of Responsibilities)
Revised March 2008 (add'l duties)
Revised Nov 2010 (Removed driver's license requirement)
Revised March 2012 (title change from Detention Supvr)*